# IBS CMM

(Integrated Booking System Container Management Module)

## IBS CMM FIELD USER (TU) TRAINING

# IBS CMM

IBS CMM is an Army approved automated web-based container management database that provides container visibility in the CENTCOM AOR. IBS CMM is updated by the field users as the container is received at a location (in-gated), is shipped from a location (out-gated), or as the status (emptied or filled), use, and/or condition of the container is changed. IBS CMM is also the container manager's management tool to track container ownership, status, use of the container, condition of the container, and location of the container.

Detention is when a Carrier Owned Container exceeds it's "Free Time" limit, which is normally 10 days after the container is off loaded at the port. After the free time has expired, the container starts accruing detention fees at a rate of $9.00 to $35.00 or more per day.

IBS CMM Website: https://CMST.arcent.army.mil

Alternate IBS CMM URL: https://CMST.mtmc.gov

*** **For Iraq users, you will use only In-Gate, Out-Gate, and Update features.**

**(Transload, Notify Carrier, and Report Pickup are only used in the other CENTCOM Countries)**

**"PLEASE TRAIN YOUR REPLACEMENT BEFORE LEAVING CENTCOM AOR"**

# IBS CMM ACCOUNT

- Before you can access IBS CMM, you must first have an account.

- If you **do not** have an account, go to the IBS CMM website; https://CMST.arcent.army.mil or the Alternate IBS CMM URL; https://CMST.mtmc.gov.
- Click ETA Home (to Register)

-If you **DO NOT** already have an ETA account then select Register for First Time (link top/left of the page),
-Scroll part way down the next page and check the **IBS CMM - CENTCOM** check box and pick an IBS CMM - CENTCOM Role.
-Scroll down to the bottom of the page and click on the Generate Request Form button.
-On the next page fill in the mandatory fields and update any other POC info and then click on the Submit Request button.

-If you **DO** already have an ETA account then select Register for Add'l Systems (link near the top of the page).
-Log in with your ETA User ID and password.
-Scroll part way down the next page and check the IBS CMM - CENTCOM check box and pick an IBS CMM - CENTCOM Role.
-Scroll down to the bottom of the page and click on **"Generate Request Form."**
-On the next page fill in the mandatory fields and update any other POC info and then click on **"Submit Request."**

- You will receive your User-ID upon registration and Password via email. This normally takes 2 to 4 days.

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# IBS CMM LOGIN PAGE

- The IBS CMM Login Page gives all current **IBS CMM updates.**

- Provides links to download IBS CMM Training Slides **for Theater Users** and **Read Only Users (Managers).**

- This page also allows you to request a login by providing step-by-step instructions.

CMST Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://cmst.arcent.army.mil/cmst/CMSTHome.aspx Go Links

# Integrated Booking System Container Management Module (IBS CMM)

Login through ETA

ETA Home (to register)

## (IBS CMM) Updates AS OF **14 December 2006**

- **New Feature/Update:**
  - The **Upload Photo** link will appear for containers designated as Unserviceable because users will no longer be able to assign the Destroyed/Irreparable Damage Code. This link should be used to provide the required photos and documentation to prove that a container is Destroyed/Irreparable.
  - **Last Login Date** has been added to Contact Lookup. This can help identify those users who are/aren't logging into IBS CMM as well as identifying users no longer in theater.
  - Red Dot containers that have to be created from InGate Multiple Unlisted will now show True/False for the Container Valid field before being created.
- **IBS CMM Authentication/Registration:**
  - **Login through ETA link**: Login with your User ID and Password and click the Submit button. You'll then get re-directed to the IBS CMM home page.
  - **ETA Home (to register) link**:
    - **Non-Existing ETA Account** - select Register for First Time (link near the top of the page), scroll part way down the next page and check the IBS CMM - CENTCOM check box and pick an IBS CMM - CENTCOM Role, scroll down to the bottom of the page and click on the Generate Request Form button. On the next page, fill in the mandatory fields and any other POC info and then click on the Submit Request button.
    - **Existing ETA Account** - select Register for Add'l Systems (link near the top of the page), log in with your ETA User ID and password, scroll part way down the next page and check the IBS CMM - CENTCOM check box and pick an IBS CMM - CENTCOM Role, scroll down to the bottom of the page and click on the Generate Request Form button. On the next page fill in the mandatory fields and update any other POC info and then click on the Submit Request button.
- **CMSS: Version 22** Ingate/Outgate Spreadsheet is downloadable for all locations in three formats (KU/IZ, AF/PK/UZ, and AE/BA/DJ/MU/QA). Please do not use other versions.
- **1188th CME Email:** The centcom-cme@arifjan.arcent.army.mil email address is valid for the 1188th TTBN Container Management Element cell in Kuwait as well as the 1188th TTBN CME LNO's in Iraq and Afghanistan.
- **CMST Training Slides:** Download the CMST Training Slides here - produced by the 1188th TTBN CME. It is recommended that you **Save** the slides vice Opening directly.

**INVENTORIES ARE DUE BETWEEN THE 1st AND THE 20th OF THE MONTH**

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Security Notice | Disclaimer

Create Login Account

Done Internet

# THE HOMEPAGE

- **Points of Contact** are offered on the left side of the Homepage for IBS CMM in CENTCOM.

- **Menu Tabs** are offered **horizontally** at the top of the page and **vertically** down the middle of the page under **“Menu Options.”** (**Note:** The tabs located vertically offer a description of each “Menu Option” for further clarification.)

CMSTMain - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://cmst.arcent.army.mil/CMST/WebApp/CMSTMain.aspx
Go Links

# Integrated Booking System Container Management Module (IBS CMM)

Help | Standard Reports | Find: Container Number | Find Multiple | Select Role: Strategic Lift User (Port Users) | Tracker | Alerts

Select Location: SHUWAYKH (PN1)

Home | Discharge | In-Gate | Out-Gate | Update | Trans-Load | Export | Notify Carrier | Report Pickup | Logoff

## CMST POCs in CENTCOM

- Kuwait-
  - 1188th TTBN Container Management Element
    - DSN: 318-430-5018
    - COM: 965-389-5018
    - E-mail: centcom-cme@arifjan.arcent.army.mil
- Iraq-
  - 1188th TTBN CME LNO
    - DSN: 318-822-5317
  - 13th SC(E)
    - DSN: 318-829-3049
  - 840th DDSB
    - DSN: 318-829-1141/1142
  - MNC-I C4 Container Manager
    - DSN: 318-822-2484
- Afghanistan-
  - 1188th TTBN CME LNO
    - DSN: 318-231-4326
  - 330th MCB
    - DSN: 318-231-3020

| Menu Options | Description |
|---|---|
| Discharge Containers | Shows all containers and count of containers by Vessel Name. Selecting the Vessel Name will allow discharging for all containers on that vessel. |
| Export Containers | Shows all containers at your location that may be loaded on a vessel for export from the theater. |
| In-Gate Inbound Containers | Shows all containers with basic details that are coming to your location (based on "next destination" entry at last out-gate). You can view, print and In-gate. |
| Update a Container Record | Shows all containers with basic details at your location, You will be able to modify container status and other information. |
| Trans-Load Container | Shows all carrier containers. You can modify fields to reflect trans-loading. |
| Out-Gate Containers | This will show all containers as users location. User can choose option to outgate a found container. Can view, printout and outgate. |
| Notify Carrier For Pick Up | This will show all carrier containers at user location. |
| Report Completed Carrier Pickup | This will show all carrier containers that carriers have been notified to pick up but have not yet picked up. |
| Create New Container Record | User can create a new container record for a container if it doesn't exist. |
| InGate/OutGate Upload | Upload InGateOutGate spreadsheets. |
| InGate/OutGate Spreadsheets | Download the latest InGate/OutGate Spreadsheets containing updated location codes/names. |

Done
Internet

# Discharge
**(Background)**

- From the **Homepage**, select either the “Discharge” button from either the selection running vertically across the top of the screen or horizontally down the middle of the screen.

- When you Discharge a container, **you are saying that the container has been unloaded from the vessel it arrived on and is at your location at the port**. DISCHARGE can only be used by IBS CMM Users located at port locations. These types of Users are referred to in IBS CMM as "Strategic Lift" Users. Strategic Lift Users will DISCHARGE containers whenever they are unloaded from a vessel at the port.

# Discharge Single Containers from Known Vessel

- Click on the “DISCHARGE” tab up top.
- Click the "Vessel Name" that the container arrived in either from the list provided or from the dropdown list of vessel names provided.
- To DISCHARGE a container from the vessel, **click the checkbox** that appears to the left of the container you wish to DISCHARGE.
- Enter the "Discharge Date" for when the container was unloaded from the vessel. (Note: You may not select dates or times in the future.)
- Now, go the bottom of your screen and click "Discharge Selected" and the container selected will be DISCHARGED and will now be at your location.
- You may select as many containers as you want from one screen and DISCHARGE them this way.

# Discharge Multiple Containers Using the Same Discharge Date

- To DISCHARGE multiple containers that show up on your screen using the same date/time for all containers, **check the box** at the top left of your screen that says, "Select here to Discharge multiple containers".

- When you check this block, your screen will refresh and the "Discharge Date" field will move to the top of your screen.

- You can now check the boxes next to the containers you wish to DISCHARGE and then select the date/time that they were all unloaded at the top of the screen.

- Go to the bottom of your screen and click "Discharge Selected".

  The containers you selected will now be at your location.

# Discharge Unlisted Containers

- To DISCHARGE containers that do not show up on your screen or to DISCHARGE containers without searching through your DISCHARGE screens for them, go to the bottom of your DISCHARGE screen and click "Discharge Multiple Unlisted."
- You may type in container numbers or copy them from another document such as Word or Excel and paste them into the window on the left side of your screen.
- You may enter as many container numbers as you wish in the window, however, the more you put in, the slower it will be to pull up the information on those containers. We recommend you only enter 30 container numbers at a time.
- Once you have entered your container numbers, click "Save and Display Containers" and the container numbers you entered will be displayed on your DISCHARGE screen.
- You'll notice next to your container numbers in the field labeled, **"Unlisted Container,"** there is now either a **red** or a **blue** dot.

# Discharge Unlisted Containers
## (CONTINUED)

- The containers with the **blue dot** are containers that are on your original DISCHARGE screen. This means they were on one of the vessels listed in IBS CMM.
- The containers with the **red dot** are containers that are truly 'unlisted' - they were not on your DISCHARGE screen or any of the vessels listed.
- Some of the containers with the red dots may not have a checkbox next to them for you to IN-GATE them nor do they show any information in the fields. These containers are **'New Containers'** that do not exist in the IBS CMM database.
- You will need to click on the container number in order to DISCHARGE the container. Once you have filled in the required fields on the **"Container Detail"** screen, fill in the fields called **"SPOD Discharge Date"** and **"Time"** and click "Save Container". The container will now be DISCHARGED and automatically IN-GATED to your location.
- To DISCHARGE the other 'Multiple Unlisted' containers on this screen, follow the steps listed above.

# IN-GATE

## (BACKGROUND)

- Shows all containers with basic details that are coming to your location (based on the “Next Destination" entry at last Out-Gate). You can view, print and In-Gate from this screen.

- “IN-GATE” containers when you do an initial inventory of your location in order to get started using IBS CMM. From then on, you will always IN-GATE containers whenever they physically arrive at your location.**

** **When you IN-GATE a container, you are saying that the container is now physically at your location.**

# HOW TO IN-GATE SINGLE CONTAINERS

1. To IN-GATE a container that shows up on your screen, click on the checkbox that appears to the left of the container you wish to IN-GATE.

2. Scroll to the right until you come to the field listed as "Date/Time". The date will automatically default to the current date.

3. Select the date and time that the container physically arrived at your location. During an initial inventory, **you should In-Gate with a current date/time** vice the date/time that the container physically arrived at the location. This will ensure that their In-Gate Date is the latest event in IBS CMM.

4. (Note: You may **not** select dates or times in the future.)

5. Go to the bottom of your screen and click "In-Gate Selected" and the container you selected will be IN-GATED and will now be at your location.

6. Scroll down to the bottom of the screen and a window will display the container number(s) you successfully In-gated.

7. You may select as many containers as you want from one screen and IN-GATE them this way.

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# HOW TO IN-GATE
# Unlisted Containers

1. To IN-GATE containers that do not show up on your screen **or** to IN-GATE containers without having done a search, go to the bottom of your IN-GATE screen and click "In-Gate Multiple Unlisted."

2. Once your screen refreshes, view the "Saved Container" message. If you have saved containers, remove them by clicking "Clear Saved Containers" at the bottom of the screen prior to entering new numbers in the window provided. By doing this, you will only display containers **you** enter.

1. You may type in container numbers or copy them from another document such as **Word** or **Excel** and paste them into the window on the left side of the screen.

2. You may enter as many container numbers as you wish in the window: However, the more you put in, the slower the system will pull up the information on those containers. We recommend that not more than 30-50 container numbers be input at one time.

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# HOW TO IN-GATE
# Unlisted Containers
**(CONTINUED)**

5. Once you have entered your container numbers, click "Save and Display Containers." The container numbers you entered will now be displayed on your IN-GATE screen.

6. Next to your container numbers in the field labeled, **"Unlisted Container,"** there is either a **red** or a **blue** dot. These dots are intended to make it easy to find the containers that you entered into the **'Multiple Unlisted'** feature.

7. When you get to this screen, the checkbox at the top of your screen **"Un-select Here to View all Containers"** will be checked. If you un-check this box, you will be able to view all containers on your original IN-GATE screen as well as the containers that you entered in the 'Multiple Unlisted' feature.

# HOW TO IN-GATE
# Unlisted Containers
## (CONTINUED)

8. The containers with a **blue dot** are containers that are on your original IN-GATE screen.

9. The containers with a **red dot** are containers that are truly 'unlisted' - they were not on your IN-GATE screen. All **red dot** containers should be doubled checked for typing errors before proceeding.

10. Some of the containers with the **red dots** may not have a check box next to them for you to IN-GATE them nor do they show any information in the fields. These containers are 'New Containers' that do not exist in the IBS CMM database.

11. You will need to create these containers before you can IN-GATE them.

12. To IN-GATE the containers on this screen, follow the steps listed above.

(Note: You can use the **"Clear Saved Containers"** button on the Multiple Unlisted Screen to remove the Unlisted red/blue dot containers)

# HOW TO IN-GATE MULTIPLE CONTAINERS

## (USING THE SAME DATE/TIME)

1. To **IN-GATE** multiple containers that show up on your screen using the same date/time for all containers, check the box at the top left of your screen that says, **"Select here to In-Gate multiple containers".**

2. When you check this box, your screen will refresh and the **"Date/Time"** field will move to the top of your screen.

3. You can now check the boxes next to the containers you wish to IN-GATE. Go to the top of the screen & select the date/time they all arrived.

4. Go to the bottom of your screen: Click "In-Gate Selected".

5. Go to the bottom of the screen and a window will display the container number(s) you successfully In-Gated.

6. The containers you selected will now be at your location.

# Create New Container Record

- Some of the containers with the **red dots** may not have a check box for you to IN-GATE them nor do they show any information in the fields. These containers do not exist in the IBS CMM database. You can create the new container record by clicking on the container number.

- Container records created by IBS CMM Users will initially be listed as unknown-owner containers (U) until the correct owner is determined.

- The screen on which you will create a new container record is called the **"Container Details"** screen. This is the screen that will always appear whenever you click on a container number (whether viewing existing information or creating a new container).

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# How To Create A New Container Record

**(INSTRUCTIONS)**

**Once you click on the container number and the Container Detail Screen is displayed:**

1. All required fields for creating a new container record are **bolded**, underlined, and marked by an (*).
2. Fill in the required fields using the dropdown menus provided.
3. You may fill in any of the other fields that are available on the **"Container Detail"** screen as they apply to what you are doing.
4. Click "Save Container" button at the bottom of the screen.
5. The container is now in IBS CMM. You can go back and IN-GATE this container.

# Inventory Functionality

- New Inventory Status:
    1. Lost
    2. Found
    3. Verified
    4. In-Transit
    5. Not Inventoried

- Applying Inventory Status:
    1. In-Gate Found Check Box will write as **“Found”** when checked & **“Verified”** when unchecked
    2. Out-Gate Lost Check Box will write as **“Lost”** when checked & **“In-Transit”** when unchecked
    3. Update Verified Check Box will write **“Verified”** when checked & nothing when unchecked

- All containers will start as Not Inventoried
    1. Once a container’s Inventory status changes from “Not Inventoried,” it should never get this Inventory Status again (it should just change between Found, Lost, Verified, In-Transit).

# OUT-GATE

- This will show all containers at your location available to Out-Gate. The user can also view, print and/or
  Out-Gate from this screen.

- From the **Homepage**, select the "Out-Gate" button from either the selection running horizontally across the top of the screen or vertically down the middle of the screen.

- You **MUST** OUT-GATE containers whenever they physically depart your location.

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# How To OUT-GATE Single Containers

1. To OUT-GATE a single container that shows up on your screen, **click in the checkbox** that appears to the left of the container you wish to OUT-GATE.

2. Scroll to the right until you come to the field labeled, "To."

3. Select the **“country”,** from the dropdown menu, to which you wish to OUT-GATE the container. (Note: If you select a country other than the one already listed, your screen will refresh.)

4. Select the specific location to which you want to OUT-GATE the container.

# How To OUT-GATE Single Containers

**(CONTINUED)**

5. In the field labeled "Date/Time Out", select the date and time that the container physically departed your location. (Note: You may **not** select dates or times in the future.)

6. Go to the bottom of your screen and click on "Out-Gate Selected" and the container you selected will be OUT-GATED.

7. The container will show up on the IN-GATE screen of the location to which you sent the container.

8. You may select as many containers as you want from one screen and OUT-GATE them this way.

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# How To OUT-GATE Multiple Containers

**(With the Same "To" Location and Date/Time)**

1. To OUT-GATE multiple containers going to the same location at the same time, check the box at the top left of your screen that says, "Select here to Out-Gate multiple containers".

2. When you check this box, your screen will refresh and the **"To"** and **"Date/Time Out"** fields will move to the top of your screen.

3. You can now check the boxes next to the containers you wish to OUT-GATE and then select the location and date/time at the top of the screen.

4. Go to the bottom of the screen and click "Out-Gate Selected".

5. The containers you selected will no longer be at your location.

6. They will show up on the IN-GATE screen of the location to which you OUT-GATED them.

# How To OUT-GATE Unlisted Containers

1. To OUT-GATE containers without searching through your OUT-GATE screens for them, go to the bottom of your OUT-GATE screen and click "Out-Gate Multiple Unlisted."

2. Once your screen refreshes, **view the "Saved Container" message**. It will tell you if you have saved containers or not. If you have saved containers, click "Clear Saved Containers" button on your screen. By doing this, you will only display containers you are about to enter.

3. You may type in container numbers or copy them from another document, such as Word or Excel, and paste them into the window on the left side of your screen. You may enter as many container numbers as you wish in the window, however, the more you put in, the slower it will be to pull up the information on those containers. We recommend you only enter 30-50 container numbers at a time.

4. The **"Check Availability Button"** has been added to check for In-Gated containers available for Out-Gate. Those that show as **"Unavailable"** have to be In-Gated first.

# How To OUT-GATE Unlisted Containers

**(CONTINUED)**

5. Once you have entered your container numbers, click "Save and Display Containers" and the container numbers you entered will be displayed on your OUT-GATE screen.

6. You'll notice next to your container numbers in the field labeled, **"Unlisted Container,"** there is now a **blue dot**. These dots are intended to make it easy for you to find the containers that you entered into the **"Multiple Unlisted"** feature.

7. When you get to this screen, the checkbox at the top of your screen that says **"Un-select here to view all containers"** will be checked. If you un-check this box, you will be able to view all containers on your original OUT-GATE screen as well as the containers that you entered in the "Multiple Unlisted" feature.

8. To OUT-GATE the containers on this screen, follow the steps listed above.

# Inventory Functionality

- New Inventory Status:
    1. Lost
    2. Found
    3. Verified
    4. In-Transit
    5. Not Inventoried

- Applying Inventory Status:
    1. In-Gate Found Check Box will write as **“Found”** when checked & **“Verified”** when unchecked
    2. Out-Gate Lost Check Box will write as **“Lost”** when checked & **“In-Transit”** when unchecked
    3. Update Verified Check Box will write **“Verified”** when checked & nothing when unchecked

- All containers will start as Not Inventoried
    1. Once a container’s Inventory status changes from “Not Inventoried,” it should never get this Inventory Status again (it should just change between Found, Lost, Verified, In-Transit).

# UPDATE

- Shows all containers with basic details at your location, You will be able to modify container status and other information.  This place is where users can go to update information on their containers without Out-Gating them.

- IF you wish to UPDATE information about a container that is at your location, you can click “UPDATE” tab on the horizontal menu bar at the top of your screen. Once in the UPDATE screen you may UPDATE any container listed.

- **(Note: The only containers that will show on your UPDATE screen are ones that you have IN-GATED, so if you can't find the container you want to UPDATE, it is because it was not IN-GATED.)**

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# How To UPDATE Single Containers

1. To UPDATE a **single container** that shows up on your screen, click on the checkbox that appears to the left of the container you wish to UPDATE.

2. Scroll to the right until you come to the editable field you wish to UPDATE.

3. UPDATE the information by using the dropdown menus where provided or by typing in the information you wish to change.

4. Go to the bottom of your screen and click "Update Selected" and the container you selected will be UPDATED and the information you UPDATED on the selected container will be reflected throughout IBS CMM.

5. You may select as many containers as you want from one screen and UPDATE them this way.

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# How To UPDATE Unlisted Containers

1. To UPDATE containers without searching through your UPDATE screens, go to the bottom of your UPDATE screen and click "Update Multiple Unlisted."

2. Once your screen refreshes, **view the Saved Container message**. It will tell you if you have saved containers or not. If you have saved containers, click “Clear Saved Containers” button at the bottom on your screen. By doing this, you will only display containers you are about to enter.

3. You may type in container numbers or copy them from another document, such as Word or Excel, and paste them into the window on the left side of your screen. You may enter as many container numbers as you wish in the window, however, the more you put in, the slower it will be to pull up the information on those containers. We recommend you only enter 30-50 container numbers at a time.

4. The Check Availability Button has been added to check for IN-GATED containers available for Update. Those that show as Unavailable have to be IN-GATED first.

# How To UPDATE Unlisted Containers

**(CONTINUED)**

5. Once you have entered your container numbers, click "Save and Display Containers" and the container numbers you entered will be displayed on your UPDATE screen.

6. You'll notice next to your container numbers in the field labeled, **"Unlisted Container,"** there is now a **blue dot**. These dots are intended to make it easy for you to find the containers that you entered into the 'Multiple Unlisted' feature.

7. When you get to this screen the checkbox at the top of your screen that says **"Un-select here to view all containers"** will be checked. If you un-check this box, you will be able to view all containers on your original UPDATE screen as well as the containers that you entered in the 'Multiple Unlisted' feature.

8. To UPDATE the containers on this screen, follow the steps listed above.

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# Inventory Functionality

- New Inventory Status:
    1. Lost
    2. Found
    3. Verified
    4. In-Transit
    5. Not Inventoried

- Applying Inventory Status:
    1. In-Gate Found Check Box will write as **“Found”** when checked & **“Verified”** when unchecked
    2. Out-Gate Lost Check Box will write as **“Lost”** when checked & **“In-Transit”** when unchecked
    3. Update Verified Check Box will write **“Verified”** when checked & nothing when unchecked

- All containers will start as Not Inventoried
    1. Once a container’s Inventory status changes from “Not Inventoried,” it should never get this Inventory Status again (it should just change between Found, Lost, Verified, In-Transit).

# TRANS-LOAD

**(BACKGROUND)**

- From the **Homepage**, select the "Trans-load" button from either the selection running vertically across the top of the screen or horizontally down the middle of the screen. When you TRANS-LOAD a container, you are saying that the entire contents of one container at your location are being transferred or TRANS-LOADED to one or two other containers at your location.

- There are few locations that use TRANS-LOAD. These locations are typically ports or other locations which have door-to-door delivery with the carriers. At these locations, once the carrier-owned containers are delivered by the carrier, the contents of those containers are then TRANS-LOADED into government-owned containers before onward movement.

- Only carrier-owned containers will show up on the TRANS-LOAD screen. (Note: On the training site it will show Carrier & UNKN)

# TRANS-LOAD Containers

- To TRANS-LOAD a single container that shows up on your screen, click on the container number that you want to **"Trans-Load From"** and wait for your screen to refresh.
- On the next screen, make sure the information shown in the fields are correct as it will all be copied to the **"Trans-Loaded To"** container.
- On the bottom left of you screen, type in the container number you wish to **"Trans-Load To"** next to the button labeled **"Trans-Load #1".**
- If you will be TRANS-LOADING to two containers, type in the other container number you wish to "Trans-Load To" next to the button labeled **"Trans-load #2".**
- Click "Trans-Load #1".
- Your screen will refresh and fields for **"Trans-Loaded To Container #1"** container will appear.

# TRANS-LOAD Containers
**(CONTINUED)**

- If you are TRANS-LOADING to two containers, click "Trans-Load #2".
- Your screen will refresh again and fields for **"Trans-Load To Container #2"** container will appear.
- Insure all information is correct.
- Now, go to the lower right of the screen and enter the **"Trans-Load Date".** (Note: Dates/Times in the future are not permitted.)
- Now, click "Trans-Load" button at the bottom left of the screen and the TRANS-LOAD will be complete.
- The "Trans-Load To and From" relationship between these containers can be seen on the **"Container Details"** screen.

# TRANS-LOAD
# Unlisted Containers

- To Trans-Load containers that do not show up on your screen or to Trans-Load containers without searching through your Trans-Load screens, go to the bottom of your TRANS-LOAD screen and click "Trans-Load Unlisted.“

- Type in the container number you wish to TRANS-LOAD in the textbox and click "GO!".

- The container will appear in the same way containers show on your TRANS-LOAD screen.

- To Trans-Load the container, follow the steps listed above.

# EXPORT
**(BACKGROUND)**

- From the **Homepage**, select either the “Export” button from either the selection running vertically across the top of the screen or horizontally down the middle of the screen.

- When you EXPORT a container, you are saying that the container has been re-booked on a vessel and will be shipped from your port to another port.

- EXPORT is normally only used at IBS CMM port locations. However, there are other locations that will use this function when they re-book containers with a carrier.

- If you think you should be able to EXPORT containers, please contact the SDDC GCM or the CENTCOM CME. These types of Users are referred to in IBS CMM as **"Strategic Lift" Users**. Strategic Lift Users will EXPORT containers whenever they are re-booked to go to another port on a vessel.

# EXPORT Single Containers

- To EXPORT a container that shows up on your screen, click on the checkbox that appears to the left of the container you wish to EXPORT.

- Type in the **"Vessel Name", "SPOD", "VOYDOC", Name"** and **"SPOE Departure Date".**

- Now, go the bottom of your screen and click "Export Selected" and the container you selected will be EXPORTED from your location.

- You may select as many containers as you want from one screen and EXPORT them this way.

# EXPORT Multiple Containers to the Same Vessel

- To EXPORT multiple containers that show up on your screen using the same "Vessel Name", "VOYDOC", "SPOD Name" and "SPOE Departure Date" for all containers, check the box at the top left of your screen that says, **"Select here to Export multiple containers".**
- When you check this box, your screen will refresh and those fields will move to the top of your screen.
- You can now check the boxes next to the containers you wish to EXPORT and enter the appropriate "Vessel Name", "VOYDOC", "SPOD Name", and "SPOE Departure Date" for those containers
- Now, go to the bottom of your screen and click "Export Selected".
- The containers you selected will now be EXPORTED from your location.

# EXPORT Unlisted Containers

- To EXPORT containers that do not show up on your screen or to EXPORT containers without searching through your EXPORT screens, go to the bottom of your EXPORT screen and click "Export Unlisted."

- Type in the container number you wish to EXPORT and click "GO!“

- The container number you entered will be displayed on your EXPORT screen.

- To EXPORT the container on this screen, follow the steps listed above.

# Notify Carrier

## (BACKGROUND)

- From the **Homepage**, select the “Notify Carrier” button from either the horizontal menu bar across the top of the screen or the buttons in the middle of the screen.
- When you NOTIFY CARRIER, you are telling the carrier-owner that their container is empty and available to be picked up.
- NOTIFY CARRIER – though available to all IBS CMM Users – this should only be used at locations that have a contractual agreement with the carrier to pick up containers. **If you are unsure** if your location has an agreement with the carriers for pickup, please contact the **SDDC GCM**.
- For locations that **do** have contractual agreements with carriers for container pickup, you should use **“Notify Carrier”** whenever you have a container that is empty and available to be picked up by the carrier-owner.
- (**Note:** Only carrier-owned containers that you have IN-GATED will show up on your NOTIFY CARRIER screen. Also, if a carrier-owned container has an unknown (UNKN) carrier-owner, there will not be a checkbox next to the container number, but a ‘STOP’ symbol. The carrier-owner is being researched by SDDC GCM for these containers and the symbol will change back to a checkbox once that information is resolved.)

# NOTIFY CARRIER of Single Containers

- To NOTIFY CARRIER on a container that shows up on your screen, click on the checkbox that appears to the left of the container you wish to NOTIFY CARRIER about.
- Now, go the bottom of your screen and click "Notify Carrier."
- A new screen with your contact information will appear.
- You may change this information as needed so that the carrier receives the proper Point Of Contact (POC) and container location details.
- Click "Send Notification to Carrier" and the container you selected will move to your REPORT PICKUP screen, as that is the next step you will take for that container.

# NOTIFY CARRIER of Single Containers

**(CONTINUED)**

- This container will also now show on the carrier-owner's screen so that the carrier-owner is aware that a container at your location is ready to be picked up.
- Your POC information will also show up on the carrier-owner's screen in the event that phone or email contact is necessary.
- You may select as many containers as you want from one screen and NOTIFY CARRIER this way.
- (**Note:** The Date/Time that you NOTIFY CARRIER is automatically written based on when you actually perform this function in IBS CMM, therefore it is very important that you perform this function as soon as the containers are available for pickup by the carrier-owner.)

# NOTIFY CARRIER of Unlisted Containers

- To NOTIFY CARRIER of containers without searching through your NOTIFY CARRIER screens, go to the bottom of your NOTIFY CARRIER screen and click "Notify Carrier Unlisted." (Note: You cannot NOTIFY CARRIER on a container that has not been IN-GATED at your location.)

- Type in the container number you wish to NOTIFY CARRIER on and click "GO!“

- The container will now show up the same way as on your regular NOTIFY CARRIER screen.

- Follow the steps above to NOTIFY CARRIER that this container is ready for pickup.

# General Notes on Notifying Carrier

- Carriers can **"Deny Ownership"** of containers. If they do this, the container will show up on your NOTIFY CARRIER screen with a date listed in the "Ownership Denied Date" field and a ‘Stop’ sign symbol where the checkbox used to be.

- The SDDC GCM will research these containers to determine the carrier-owner and update the information in IBS CMM so you can notify the **correct** carrier.

# Report Pickup

**(BACKGROUND)**

- From the **Homepage**, select the "Report Pickup" button from either the horizontal menu bar across the top of the screen or the buttons in the middle of the screen.

- When you **REPORT PICKUP** of a container, you are saying that the container was physically picked up by the carrier-owner and has left your location.

- (Note: Only carrier-owned containers that you have "NOTIFIED CARRIER" on will show up on your REPORT PICKUP screen.) You will use REPORT PICKUP of containers whenever they are picked up by their carrier-owner from your location.

# REPORT PICKUP of Single Containers

- To REPORT PICKUP a container that shows up on your screen, click on the checkbox that appears to the left of the container you wish to REPORT PICKUP.
- In the field labeled **"Actual Pickup Date",** select the date that the container was physically picked up by the carrier-owner from your location. (Note: You may **not** select dates in the future.)
- Go the bottom of your screen and click on "Report Pickup Selected" and the container you selected will no longer be at your location.
- The container will show up on the carrier-owner's screen as having been picked up for their validation and records.
- You may select as many containers as you want from one screen and REPORT PICKUP this way.

# REPORT PICKUP of Unlisted Containers

- To REPORT PICKUP of containers without searching through your REPORT PICKUP screens, go to the bottom of your REPORT PICKUP screen and click "Report Pickup Unlisted." (Note: You cannot REPORT PICKUP on containers unless you have IN-GATED them and completed NOTIFY CARRIER on them first.)

- Enter the container number for which you wish to REPORT PICKUP and click "GO!“

- The container will be displayed in the REPORT PICKUP grid format.

- Follow the steps listed above to complete REPORT PICKUP for this container.

# HELP BUTTON

Provides a detailed IBS CMM User's Guide to:

- Detailed IBS CMM applications
- User roles
- Information required to track containers
- Format and/or list of values for the entry information, and troubleshooting information.

A complete listing of the topics covered in the IBS CMM User's Guide is contained in the Table of Contents. Hyperlinks are used throughout the document to allow for easy movement between subject areas.

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# HOW TO USE THE "FIND" AND "FIND MULTIPLE" FEATURE

**Allows the user to find one or multiple containers**

1. Click "Find Multiple" button at top of your screen. Once your screen refreshes, view the Saved Container message. If you have saved containers, remove them by clicking "Clear Saved Containers" button at the bottom of the screen prior to entering new numbers in the window provided.

2. Container number must be entered without spaces, dashes, etc. A complete container number consist of 4 letters and 7 digits i.e. ABCD1234567. Usually the 7th digit is slightly to the right of the other numbers.

3. Click "Check Availability" button to ensure containers are in the database. If containers are not in the database, the numbers will be displayed in the **"Containers Not In Database"** Window.

4. Click on Save and Display button to display the containers that are in the database.

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# STANDARD REPORTS

- These are reports that show you certain groups of information as defined below. All of these reports can be manipulated to summarize the counts of containers by a certain field or types of containers. These reports can also be downloaded into either Microsoft Excel (.xls) or Adobe Acrobat Reader (.pdf) and printed.

- Whenever you open a **STANDARD REPORT**, it will automatically default to your location (Geo-Loc). You can also summarize the report to a country or to a specific location other than your default location (Geo-Loc).

- **ADHOC REPORTS:** This feature will allow you to create specific reports showing only the information that you choose to see. These reports can be saved so that you can run them as frequently as you wish. (See building ADHOC Reports on slide 37)
- **IN-GATED REPORT:** This report shows all containers that are currently IN-GATED at a certain location. It is a current inventory of containers by location. It also provides an Inventory Status & Inventory Date. Inventory Date will be blank when Inventory Status = Not Inventoried.
- **OUT-GATED REPORT:** This report shows all containers that are in-transit and includes any containers that have been OUT-GATED but not IN-GATED. It also provides an Inventory Status & Inventory Date. Inventory Date will be blank when Inventory Status = Not Inventoried.
- **DETENTION COST:** This report shows those Carrier Containers past free time (with calculated detention…a $0 daily rate is a calculated detention). If a Carrier Owned container is missing the Discharge Date ( necessary to calculate Detention) then the container will not show on this Report (use the ADHOC Carrier Container By Location Predefined Report to view all Carrier Containers by Location)
- **CONTACT LOOKUP:** This report allows you to look up the contact information for any registered IBS CMM Users. When selected it will default to your location (Geo-Loc).

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# PRE-DEFINED REPORTS

- PRE-DEFINED REPORTS are a list of several different ADHOC reports that are most commonly run by IBS CMM Users.

- These reports can be found by going to the **Standard Reports** dropdown menu, selecting "ADHOC", and then viewing the dropdown menu of the PRE-DEFINED REPORTS within ADHOC.

- You can request to add a Pre-Defined Report to IBS CMM through the CENTCOM CME if it is a report that will be useful for more than one location.

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# PRE-DEFINED REPORTS

**(CONTINUED)**

- **ADHOC Asset Inventory By Country**

  Gives total number of Containers by Owner Code for each of the Countries in the CENTCOM AOR

- **ADHOC Asset Inventory By Location**

  Gives the total number of Containers by Owner Code for each of the GEOLOC in the CENTCOM AOR

- **ADHOC Carrier Containers By Location**

  Gives a list of containers by GEOLOC that are listed as a Carrier Owned Container **(C)** in IBS CMM

- **ADHOC Carrier Container Discharges Created Past 7 Days**

  Gives a list of a Carrier containers discharged from the port in the past 7 days

# PRE-DEFINED REPORTS

**(CONTINUED)**

- **ADHOC Carrier Containers Without Discharge**
  Gives a list of the containers that have no Discharge Date
- **ADHOC Carrier 7-Day Pickup/Export By Location**
  Gives a list of all containers with an Export **(TX)** or Carrier Pickup **(CP)** event by GEOLOC for the past 7 days
- **ADHOC Contractor or Coalition Forces Containers**
  Gives a list of all the Containers that are Owned by Non-Military (Contractor or Coalition Forces)
- **ADHOC Current Event Count by Location**
  Gives a list of GEOLOC codes with the current status of events for each GEOLOC
- **ADHOC Destroyed/Irreparable Containers**
  Gives a list of all containers listed as Destroyed/Irreparable Status

# PRE-DEFINED REPORTS

**(CONTINUED)**

- **ADHOC Detention Report Card By Country**
  Compares current month's detention against estimated month's detention by Country
- **ADHOC Detention Report Card By Location**
  Compares current month's detention against estimated month's detention by Location
- **ADHOC DLA Claimed Leased Containers**
  Lists all leased containers that are claimed by Defense Logistics Agency (DLA)
- **ADHOC In-Gates/Out-Gates Past 30 Days**
  Gives a list by GEOLOC with the number of containers with In-Gates and Out-Gates over 30 days
- **ADHOC In-Gates/Out-Gates Past 7 Days**
  Gives a list by GEOLOC with the number of containers with In-Gates and Out-Gates over 7 days
- **ADHOC Inventory Status by Location**
  Gives the inventory status (Lost, In-Transit, Verified or Found) by locations

# PRE-DEFINED REPORTS

**(CONTINUED)**

- **ADHOC Iraq Asset Visibility & Detention Rollup**
  Shows inventory, ownership, loc & detention status of all known containers in Iraq

- **ADHOC ISO STD Container Number Check**
  Gives a list of containers and validates whether or not the containers check digit is correct (True) or incorrect (False)

- **ADHOC Leased Containers by Location**
  Gives a list of containers by GEOLOC that are listed as a Leased (L) container in IBS CMM

- **ADHOC Out-Gated Containers**
  Gives a list of all outstanding Out-Gated containers by container number with the location it was out-gated from and to

- **ADHOC Ownership Changes Past 7 Days by Location**
  Gives all containers that have had the ownership changed (ex. C to G) in the past 7 days by Location

# PRE-DEFINED REPORTS

**(CONTINUED)**

- **ADHOC Pending Buyout Containers**
  Gives a list of all containers that have been listed as Pending Buyout_

- **ADHOC Pool Containers by Location**
  Gives a list of all Containers that have been listed as a Pool Container to be used with Trans-load Operations

- **ADHOC Trans-loaded (TL) Containers by TL Site**
  Gives a list of all containers by where they were trans-loaded. List the trans-loaded **"from"** container and the trans-loaded **"to"** container

- **ADHOC Unknown Locations**
  Gives all container that are in an Unknown Location (ex. Unknown COSCOM)

- **ADHOC Unknown Ocean Carrier**
  Gives all Containers with unknown Ocean Carrier Code. (Ocean Carrier Code will be UNKN in IBS CMM instead of being MAEU, LYKL, POCL, APLS)

# PRE-DEFINED REPORTS

**(CONTINUED)**

- **ADHOC Unknown Type**

  Gives all Containers with the Size/Type of Unknown. (ex. 20-FT DRY)

- **ADHOC Unresolved Ownership**

  Gives al Containers with Unknown Owner Code. (Owner Code will be Unknown Owner **(U)** in IBS CMM instead of being **C, Q, L, G, N**)

- **ADHOC Unserviceable Containers**

  Gives all Containers with the Damage Status of Unserviceable

- **ADHOC USC 05 Carrier Containers by Location**

  Gives those specific carrier containers that fall under USC 05. This ADHOC is also a subset of carrier containers within the "ADHOC Carrier Container by Location"

# PRE-DEFINED REPORTS INSTRUCTIONS:

**(CONTINUED)**

1. Select the PREDEFINED REPORT that you wish to view.

2. Click on the selected report you wish to run and wait for your report to appear.

3. Some reports may take longer to run than others depending on the size of the report and your internet connection.

4. Once the report has run and the information is displayed, you can export the information to either Excel (.xls) or Adobe Acrobat Reader (.pdf).

5. Because these are PREDEFINED REPORTS for all IBS CMM Users, they are **not** location specific. You may want to export the file to Excel so that you can further manipulate the information and delete unnecessary locations from the report.

6. (Note: You will not be able to **'Export'** reports that are longer than 65,000 rows. If you pull a report that is 65,000 rows or more, the 'Export' buttons for Excel and .PDF will disappear.)

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# CONTAINER OWNERSHIP CODES

IBS CMM must be used to determine ownership of a container. Ownership codes are:

- **“G”** – Government owned container
- **“C”** – Carrier owned container **(Detention Container)**
- **“L”** – Government leased container
- **“Q”** – Carrier Leased to Government
- **“U” –** Unknown Owner
- **“N”** – Non-Military (Contractor or Coalition)

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# ADHOC Report

- The **ADHOC REPORT** in IBS CMM will allow you to create reports showing only the information that you choose to see. These reports can be saved so that you can run them as frequently as you wish. To get to the **ADHOC REPORT:**

    1. Go the dropdown menu on **STANDARD REPORTS** on the upper left side of your screen.
    2. Click "**ADHOC REPORTS**."
    3. Once your screen refreshes, click **"Basic ADHOC".**

- It is important to remember that when you create a report using **BASIC ADHOC**, the information displayed is the most recent information for the fields that you select. It does **not** show the history of containers. For that reason, it is very important that you use filters on your reports to show the exact information that you want to see.

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# How To Build An ADHOC Report
## (Instructions)

## Select Fields:

1. The window on the left side of your screen lists all the "Available Fields" that you can include in your ADHOC REPORT.

2. The fields that you select will be the fields that are listed across the top of your report as row headers.

3. To select the fields you want displayed, click on the field on the left so it is highlighted and then click the "Add Field" button in the middle of the screen. Or, you can just double click the selected field.

4. Your screen will refresh and the selected field will now move to the window on the right for **"Selected Fields".**

5. Repeat this step until all the fields you wish to see displayed are in the right-side window

# How To Build An ADHOC Report
## (Instructions)

## Select Fields: (CONTINUED)

6. If you wish to remove fields from the **"Selected Fields"** window, highlight the field you wish to remove and click "Remove Field" button in the middle of the screen.

7. You may also change the way that the **"Selected Fields"** will be displayed in your report by moving fields up or down in the "Selected Fields" window.

8. To do this, highlight the field you wish to move up or down and click on the corresponding button in the middle of your screen.

9. Once you have completed your field selection, click "Next" button at the bottom of the screen.

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# How To Build An ADHOC Report
## (Instructions)

### Add Filters:

1. The window on the left side of your screen lists all the fields that you can use to filter the information in your report.

2. Click on the field that you want to filter. Several of the buttons in the middle of the screen will now be activated.

3. You may filter to include specific information or you may filter to not include specific information for that field.

4. (Note: When you are filtering to include or exclude something, it is better to use the "Is like..." button rather than the "Is equal to..." button. If you use the "Is like..." button, the filter will match what you enter in the textbox with anything that 'is like' that in IBS CMM. If you use the "Is equal to..." button, IBS CMM will only filter for exact matches to what you type in the textbox.) When you make your choice, click "ADD RULE"

5. Click "Next" button when you are ready to move on.

# How To Build An ADHOC Report
## (Instructions)

## Determine Sorting:

1. This screen looks the same as the **"Select Fields"** screen. However, on this screen you will determine how you want the rows of information listed in your report.

2. Highlight and add the fields that you wish to sort by in your report.

3. Click the button labeled "Finish".

4. Once your report is displayed, you can export it to Excel and manipulate the data any way you choose.

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# Saving Your ADHOC Query

Once you have completed your ADHOC query and your report is displayed, you have the option of saving it.

1. To save your query, enter a **Title** in the space provided
2. Enter a **Description** in the space provided (optional)
3. Click “Save ADHOC” tab
4. To return to saved query, click “Select Saved Query” from the ADHOC Query Screen

# Deleting Saved ADHOC Queries

- If you no longer need a saved ADHOC query, you can delete it by returning to the **“Saved ADHOC”** page, then clicking the “Delete Query” button to the right of the saved query.

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# CMSS

## (Container Management Spreadsheet)

- This is the **least preferred method** of In-gating and/or Out-gating. Preferred: Use the In-Gate page and the Out-Gate page. You can use the spreadsheet method when you do not have internet connectivity and then you can upload it when you get to a computer that has internet connectivity. This is also a quick way for entering a large number of containers. You can download the most recent blank version from the **In-Gate/Out-Gate Spreadsheets** button on the home page. You can upload a completed CMSS using the In-Gate/Out-Gate Upload button on the home page if you are Theater User.

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# CMSS
# (Container Management Spread Sheet)

- **In-Gate/Out-Gate Spreadsheet Download:**

- **Initial Save:** Have the user click on the button and save **the most current version** of the spreadsheet to their desktop. It is important that they initially save it there because the automatic save feature of the spreadsheet would make it hard to find in the “Temp” file.

- **Compatibility with Code in Web Program:** Spreadsheet is set up to be compatible with the code that runs IBS CMM -- that is why it is set up this way. It is also why things have to be in a certain format.

- **Normal Excel Functions:** Can copy, paste, and drag just like regular Excel Sheets (Do not have to only use dropdown menus). If you try to paste information into the spreadsheet fields that do not match options in the drop down menus, you will get an error message, and the incorrect rows will be highlighted in **red** when you try to save the spreadsheet.

- **Saving/Naming:** Automatically saves the spreadsheet wherever you originally put it. Names it according to the first In-Gate Location Code and then the current year, month, day, hour, minute, and second. Will change each time you update and save.

- ***** (If you change the IBS CMM generated name for the spreadsheet, it WILL NOT Upload)**

# RIP/TOA

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